



Administrative Secretary

Job Code: 0005

Originated: 02/03

Salary Grade: 1250

FLSA: Non Exempt

Revised: 08/06

EEO Code: 25

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

Performs highly responsible and complex administrative assignments involving a wide variety of independently performed tasks for a City department or multiple divisions, to assist in better delivery of services and continually improve services to the customer.

DISTINGUISHING CHARACTERISTICS

The Administrative Secretary is distinguished from Secretary by the greater complexity of assignments and the independence with which work is performed. This classification is not a supervisory classification, but may provide indirect or lead supervision to other support staff.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Answers questions to a variety of inquiries, over the telephone and in person, to provide information on policy, procedure and resolve questions or problems relating to area of assignment.
- Monitors budget accounts to include membership fees, subscriptions, professional development training, office supply purchases and professional services.
- Compiles and maintains a variety of fiscal records and/or documents.
- Creates and maintains accurate complex records, databases and integrated filing systems containing various subject matter to provide easy access to records information.
- Coordinates the flow of paperwork.
- Prepares and composes written documents and correspondence requiring independent judgment in handling problems of format, procedure and context.
- Types a wide variety of documents, statistical and descriptive reports, budget and financial documents, meeting agendas, letters, memos and administrative reports.
- Participates and assists in the administration of program functions and activities in the office to which assigned.
- Prepares and reviews material for action and initiates final distribution of records, files or information.
- Schedules meetings, appointments and conference room bookings; maintains electronic calendars for executive level management of area assignment.

- Coordinates activities with other City departments, the general public and outside agencies; arranges meetings, conferences and civic functions; makes travel arrangements for staff.
- Attends meetings, takes minutes and transcribes as necessary; or acts as secretary to a Board or Commission.
- Establishes, organizes and maintains paper and computerized filing systems; orders and maintains office supplies.
- Greets visitors, responds to telephone inquiries and directs inquiries to the appropriate staff member.
- Responds to sensitive requests for information that may involve confidential matters.
- Assists City staff and the general public in interpreting and applying City policies and procedures.
- Manages office support functions including coordinating and prioritizing clerical work assignments in some areas.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Proper business English, grammar, spelling and basic arithmetic.

Modern office practices, procedures and equipment.

PC software applications necessary to perform work including Microsoft Office software, Word, Excel, PowerPoint, Access and Outlook Calendar.

Rules of formatting reports, charts and correspondence.

Bookkeeping practices and methods.

Principles and practices of employee supervision, training and evaluation (by assignment).

Ability to:

Listen and communicate effectively with a diverse group of people.

Perform confidential assignments.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.

Attend meetings as necessary.

Plan, prioritize and meet changing deadlines.

Exercise good judgment and act independently.

Plan, organize and coordinate activities of staff.

Comprehend and make inferences from written materials.

Make basic mathematical calculations with speed and accuracy.

Listen and communicate effectively both orally and in writing with all those encountered in the course of work.

Establish and maintain effective working relationships with City officials, City staff and the general public.

Perform informational research involving the compilation of data.

Explain policies, rules and regulations to employees.

Perform special projects as assigned.

Oversee other clerical staff assignments and scheduling as assigned.

Education and Experience

High school diploma or GED equivalent and any combination of training and experience equivalent to five years of progressively responsible secretarial experience and advanced secretarial training, including word processing. Must possess excellent writing and oral communication skills.

Licensing and Other Requirements

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

Type/key 55 wpm (words per minute) net.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under moderate supervision and within standard operating procedures, reporting to a manager or director, depending on department assignment and within standard operating procedures.
- May provide indirect supervision of clerical staff and assist in quality delivery of services to the organization and to the citizens.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a normal City office environment.
- Visually verifies and reviews materials for accuracy and completeness.
- Move light objects weighing up to 20 pounds, such as mail, supplies and files short distances.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.

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This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.